

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-1.1.21**

**DATE: 10/16/18**

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**SUPERSEDES: 05/16/12**

**SUBJECT:** DISTRICT PAROLE OFFICE VISITOR'S LOGS

**AUTHORITY:** TDCJ EXECUTIVE DIRECTIVE (ED) 02.19, "ACCESS TO PREMISES"

**PURPOSE:** To establish procedures for maintenance of district parole office (DPO) visitor's logs.

**PROCEDURE:**

- I. All DPOs shall maintain visitor's logs in accordance with TDCJ ED-02.19, Section II.A.
- II. Reception staff shall complete each visitor's log.
- III. District office management shall regularly review the visitor's logs for thoroughness of completion, and to check that visitors are being seen in a reasonable time period.
- IV. Completed visitor's logs shall be grouped by month and maintained in the DPO for the current fiscal year, plus one additional fiscal year; afterwards, they may be destroyed in accordance with procedures for disposal of confidential records in the TDCJ *Records Retention Schedule*, page 59, Agency Item No. 47.03.51.

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Pamela Thielke  
Director, Parole Division